# Easy Lobby Visitor Information System (VRS – LVIS)

**PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name: Easy Lobby Visitor Information System (VRS – LVIS)**

**Managing Office:** SEC

**Date PIA Completed:** May 12, 2010

## OVERVIEW

The EasyLobby Visitor Information System (LVIS) supports the Domestic Security program for processing all visitors into USAID Office Space for the Office of Security (SEC). LVIS is an enterprise-level system that automates the creation of a visitor's badge, tracking of the visitor, and establishes an electronic record of the visit. SEC gets its legal authority for maintaining this system from the Intelligence Reform and Terrorism Prevention Act of 2004 (Public Law 108-458).

## AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

SEC gets its legal authority for maintaining this system from the Intelligence Reform and Terrorism Prevention Act of 2004 (Public Law 108-458).

## INFORMATION COLLECTION (WHAT)

Categories of records maintained in this system are: names, Card number from (driver's license, passport, or Federal/Military ID) and individual photo.

After completing this Privacy Impact Assessment, a determination was made that only 2 of the 8 personally identifiable elements are actually required.

## INFORMATION COLLECTION (WHY)

The Office of Security (SEC) gathers this information so the identity of the individual visitor can be authenticated and for access to federally owned/controlled facilities.

## AGENCY INTENDED USE

The Office of Security (SEC) gathers this information so the identity of the individual visitor can be authenticated and for access to federally owned/controlled facilities.

## INFORMATION SHARING

The Office of Security will only disclose this information in this system in accordance with the system of records notice noted in paragraph 2.6 below.

## NOTICE OF OPPORTUNITIES FOR CONSENT

Mandatory information already in the National Finance Center (NFC) database. No option to decline.

## INFORMATION SECURITY

The users of the LVIS System are all USAID employees and contractors. Only individuals with a valid USAID AidNet user account have access to the LVIS system. Currently, users must also have a specific LVIS user account, which is in addition to the standard USAID AidNet network account. The LVIS system is hosted on the USAID AidNet General Support System (GSS) backbone for use of the Agencies email system to notify AID employees to the fact that they have a visitor. The LVIS system is self-contained from a security viewpoint, the system is comprised of one internal subsystem connection which includes the following: USAID E-mail system.

SEC management has also established a procedure that all new employees who require access to the LVIS system will have their supervisor complete an LVIS Access Request Form. The form, once completed, will be signed by the immediate supervisor and coordinated with the System Manager, System Security Officer, and the AMS Officer. Once all the coordinating officials have signed the form, and forwarded the request to the System Administrator who will maintain a file of the requests. The same procedures will be followed for those other actions such as termination/cancellation request from the System Manager or ISP Division Chief. If time is of the essence, the System Owner and System Manager can request termination by verbal request to be followed by a written request at a later date. The LVIS system has been officially certified under the Certification & Accreditation process, on February 3, 2010.

## SYSTEM OF RECORDS NOTICE (SORN)

No, the system of records document for the LVIS System was published in the Federal Register, Vol 73, No. 75 Thursday April 17, 2008, USAID-008.